

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 20-195C OPENING DATE: 14-May-20 CLOSING DATE: 28-May-20

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Flight Services, GS-2150-11, T5912200

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$66,311.00-\$86,203.00 PA

SUPERVISORY ☐ MANAGERIAL ☒

NON-SUPERVISORY/NON-MANAGERIAL ☐

LOCATION OF POSITION:

161st Air Refueling Wing, Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is **Open to AZNG: T32, T5 Employees and AGR/DSG/M-DAY members** Individual selected will receive an Indefinite Appointment and may be converted to permanent based on availability of funds or position no longer being encumbered

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed **AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)** or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Applicants who are relying on education to qualify, you **MUST** submit a copy of your transcripts.

VETERAN'S PREFERENCE:

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be

evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EDUCATION:

If you wish to substitute the Specialized Experience for education, you must meet the following requirements:

Undergraduate and Graduate Education: Major study - accounting, business administration, business or commercial law, commerce, economics, engineering, finance, industrial management, statistics, traffic management, transportation, motor mechanics, nautical science, marine affairs, marine engineering, marine transportation, or other fields related to the position. For Marine Transportation Specialist positions, education obtained in a Federal, State, or other accredited Merchant Marine Academy is qualifying.

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

REASONABLE ACCOMMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered: YES ☐ NO ☒

PCS may be offered: YES ☐ NO ☒

NOTES:

None

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to administer, plan, coordinate, and direct the activities of personnel performing flight services/airfield management support duties.
 2. Ability to establish shift schedules and assigns personnel based on workload to ensure adequate coverage of airfield/flight services operations.
 3. Ability to plan, organize, and coordinate airfield management activities during and after airfield operating hours.
 4. Ability to communicate both written and verbally.
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SPECIALIZED EXPERIENCE: Must have 36 months experience, education or training in maintaining, retailing, purchasing, or procurement of automotive, rail, air, bus, or other transportation equipment or services, or in the operation of a commercial transportation facility or terminal. This experience must have demonstrated knowledge of fleet operations; familiarity with Federal, State, and municipal regulations governing the use of transportation vehicles; and the maintenance of inventories and cost computations.

BRIEF JOB DESCRIPTION: This position is located at the 161st Air Refueling Wing, Phoenix, Arizona. The primary purpose is to manage, direct and oversee the operation of all airfield activities and facilities under jurisdiction of the air base, and to coordinate as necessary with all applicable agencies, base flying activities and transient military aircrews and aircraft as well as civilian aircraft utilizing ANG facilities. Coordinates and maintains liaison with military, federal, and local agencies concerning airspace utilization, safety of flight, search and rescue operations, base contingency, and operational plans. Provides direct support to aircrews as an integral part of our nation's air traffic control system. Performs, plans, develops, administers, and conducts services required of a Flight Service Section and an Airfield Management/Base Operations function. Directly supervises several other separate, however, distinct functions within the Operations Group, such as Operations Resource Management Systems, Administration, Training and Personnel. Performs the full scope of supervisory personnel functions including the assignment of duties, participates in the interviews and selection of employees, schedules and approves leave, ensures indoctrination of new employees, provides training, evaluates performance, initiates action to upgrade positions, and resolves disciplinary problems. Evaluates airfield management activities to ensure compliance with established Air Force and FAA policies and directives. Develops and manages base flight line driving program to include training, certification, and remedial action when required. Establishes procedures for controlling privately owned vehicles on the flight line. Performs other duties as assigned.

SELECTING OFFICIAL: Lt Col Jessica Hastings
